



# CONTRACT DATA SHEET

Monroe County Division of Purchasing  
200 County Office Building, Rochester NY 14614

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**TITLE:** PRINTED ENVELOPES

**CONTRACT #:** 0413-16

**CONTRACT DATES:** 5/1/16-4/30/17

**BUYER:** WALTER B. LARAUS  
**PHONE:** 585/753-1121  
**FAX:** 585/753-1104

**VENDOR(S):** Dupli Envelope Corp.  
6761 Thompson Rd.  
Syracuse, NY 13211

PH: 315/472-1316  
FAX: 315/422-3637

## TERMS AND CONDITIONS

<b><u>BID ITEM:</u></b>	<b>PRINTED ENVELOPES</b>
<b><u>FOR:</u></b>	VARIOUS DEPARTMENTS
<b><u>DEPARTMENT CONTACT:</u></b>	Walter B. LaRaus, (585) 753-1121
<b><u>DUPLICATE COPIES:</u></b>	<b><u>PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.</u></b>
<b><u>BID INFORMATION:</u></b>	At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.
<b><u>SUBMITTAL OF FORMAL PROPOSAL:</u></b>	<p>Bid proposal must be legible and submitted in the original form, bearing an original signature. <b>COPIES AND FACSIMILES ARE NOT ACCEPTABLE.</b></p> <p>All bidders must submit proof that they have obtained the required <b>Workers' Compensation</b> and <b>disability benefits</b> coverage or proof that they are exempt.</p>
<b><u>SPECIFICATION ALTERATIONS:</u></b>	Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. <b>Only formal written addenda can materially alter this set of specifications.</b> No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.
<b><u>QUANTITIES:</u></b>	The quantities listed on are the estimated <u>annual</u> requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term. <b><u>Estimates are based upon actual annual usage for 2015 by County departments only.</u></b>
<b><u>BRAND REFERENCE:</u></b>	References to a manufacturer's product by brand name or number are done solely to establish the minimum quality and performance characteristics required. Bidders may submit bids on alternates but must attach two (2) copies of manufacturer specifications for any alternate at the time of the bid. Further, the bidder must demonstrate that the alternate proposed has a sufficient operating track record to show the equipment will perform per the specified brand. The acceptance of a bidder's alternate rests solely with Monroe County.

**QUALIFIED BIDDER:**

Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

**METHOD OF  
AWARD:**

Monroe County intends to award the bid to the lowest responsive and responsible bidder offering unit prices which result in the **LOWEST OVERALL COST** to the County. Bidder must bid on all items to be considered. **The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.

**CONTRACT TERM:**

Contract will start with the date of the contract award and run through **April 30, 2017**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

**PRICE CHANGES:**

The contract prices shall be subject to increase or decrease during the contract period in accordance with changes, which may originate with the manufacturer. Any cost increase or decrease to the County shall be in direct proportion to changes in manufacturer's prices to the distributor. Requests for price escalation or de-escalation must be properly documented. Requests for price adjustments must be presented to the Monroe County Purchasing Manager not less than 30 days before such change shall be effective and shall be subject to written approval by the Purchasing Manager.

**MINIMUM ORDER:**

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

**DELIVERY:**

All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within **two (2) weeks** after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

**PURCHASE ORDER  
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

**BILLING  
PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**WARRANTY/  
GUARANTEE:**

All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship, which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

**UNCONTEMPLATED  
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

**SUBCONTRACT:**

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

**RELATED ITEMS:**

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

**REPORT OF  
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

**OTHER AGENCIES:**

The Contractor(s) must honor the prices, terms and conditions of this contract with political subdivisions, school districts, fire districts or other district or public authority located entirely or partly within Monroe County. Usage of this contract by any of these other political subdivisions or agencies or corporations will have to be coordinated between that subdivision or agency or corporations and the contractor. Orders placed against this contract between any subdivision or agency or corporation will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

**INDEMNIFICATION:**

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

**SPECIFICATIONS**  
**PRINTED ENVELOPES**

<b>INTENT:</b>	The County of Monroe requires a supply of printed envelopes, primarily on Sub 24, 50% recycled paper to be used by all departments within the County.
<b>QUANTITY ORDERED:</b>	The minimum quantity ordered will be one thousand (1,000) envelopes, based on the specified bid price. All orders will be issued on a Monroe County Purchase Order.
<b>PAPER STOCK:</b>	<p>1). The standard envelope ordered by Monroe County will be a white number 10, Sub 24, 50% recycled stock. The County estimates their usage at two hundred thousand (200,000) regular envelopes and one hundred fifty thousand (150,000) window envelopes per twelve (12) month period.</p> <p>A sample of each type must be included in the bid.</p>
<b>PRINTING LOCATIONS:</b>	Corner cut - upper left. Three-eighths (3/8) inch from top; three-eighths (3/8) inch from left edge. The <u>Recycled Recyclable Paper Logo, in black</u> , will be printed one-half (1/2) inch from left and one-quarter (1/4) inch above the window or three-eighths (3/8) inch from bottom on regular envelopes. All printing must be done by the Contractor to conform to U. S. Postal regulations.
<b>MARGIN:</b>	Either flush left or centered, based on the sample provided or the department's preference, which shall be indicated on the purchase order.
<b>INK:</b>	Text to be black ink. County Seal PMS 356.
<b>COMPOSITION:</b>	If composition is required for new envelopes or changes, the cost will be included in unit prices bid. <b>There will be no extra charge if a proof is required.</b>

**UNIT PRICE SHEET**

<b><u>QUANTITY</u></b>	<b><u>REGULAR</u></b>	<b><u>WINDOW</u></b>
1,000	\$32.55	\$34.55
1,500	\$45.30	\$48.30
2,500	\$66.95	\$71.95
5,000	\$128.10	\$138.10
10,000	\$238.80	\$258.80
15,000	\$326.70	\$356.70
25,000	\$498.75	\$548.75
50,000	\$929.50	\$1029.50
Minimum % Recycled Stock	30%	
% Post-consumer stock (if any)	30%	
Source(s) of stock (mills)	Printmaster	

**MONROE COUNTY PURCHASING**  
**Vendor Performance Survey**

**Contract Title:**

**Contract Number:**

**Vendor:**

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (i.e. product information, cost saving strategies, ideas for better use of resources, etc.)										

**Survey Completed by:**

**Name:**

**Title:**

**Agency:**

**Telephone:** \_\_\_\_\_ **Fax:**

**E-mail:**

***Please submit this survey to Monroe County Purchasing.***